

# District Court Clerks Annual Meeting

April 28-29, 2011

The Embassy Suites - Rogers

Thursday, April 28, 2011

Rooms

12:00 - 1:00     **Registration**

1:00 - 2:00     **The Essence of Life**

Theres W. Stiefer, Ed.D., Director of Executive Education  
*Sam M. Walton College of Business*

Grand 6

2:00 - 2:15     Break

2:15 - 3:15     **Break-Out Sessions: Each Will Repeat**

**New Clerk Orientation**

Salon CDE

Fever McElyea, Chief Court Clerk  
*Lonoke County District Court – Carlisle Department*

**Pilot Program Update: State Funded District Courts**

Grand 6

Keith Caviness, Staff Attorney  
*Administrative Office of the Courts*

**Informal Round Table Discussion:**

Salon FGH

**Get Your Questions Answered Here!**

The Certification Committee will facilitate a general Q & A  
where you tell us what you need to know!

**Practical Tips for Improving Professionalism in the Workplace**

Grand 7

Blake Woolsey, CMF , Vice President, Organizational and  
Leadership Development  
*Mitchell Communications Group*

**ACAP Update for Existing Users**

Salon AB

Faulkner and Hot Springs Counties

3:15 - 3:30	Break	
3:30 - 4:30	<b><u>Repeat of Break-Out Sessions</u></b>	
	<b><u>ACAP Update for Existing Users</u></b> Lonoke Montgomery and Independence Counties	Salon AB
4:30	<b>Business Meeting</b>	Grand 6
5:00	<i>Hospitality located in the Bentonville and Rogers Rooms</i>	

## Friday, April 29, 2011

## Rooms

7:00 - 8:30	BREAKFAST IN THE ATRIUM  MORNING SESSIONS HELD JOINTLY WITH JUDGES	
8:30 - 9:30	<b><u>2011 Legislative Update</u></b> Keith Caviness, Staff Attorney <i>Administrative Office of the Courts</i>	Grand 6
9:30 - 9:45	Break	
9:45 - 10:45	<b><u>Technology in the Court: The Future is Now</u></b> Tim Holthoff, Director of Court Information Systems <i>Administrative Office of the Courts</i>	Grand 6
10:45 - 11:00	Break	
11:00 - 12:00	<b><u>Etiquette and Enforcement in the Courtroom</u></b> Hon. Robert Abney, District Court Judge <i>Prairie County District Court – Northern District</i>	Grand 6
12:00 - 1:30	Luncheon and Annual Awards Ceremony	Grand 5
1:30 - 2:30	<b><u>Securing Your Information Systems</u></b> David Coles, Supervisor of Information Security Auditing Tim Jones, Field Audit Supervisor <i>Arkansas Division of Legislative Audit</i>	Grand 6
2:45 - 3:45	<b><u>Collections: Debt Offset and Online Tax Returns</u></b> Lisa Townsend and Debra Hawkins <i>Arkansas Revenue/Income Tax Division</i>	Grand 6